



## **ITTF-Oceania**

### **EVENTS OFFICER**

#### **Job Description**

**JOB TITLE:** Events Officer

**JOB TYPE:** Full-time

**WAGES:** The Events Officer will be paid a gross annual salary of AU\$ 50,000 plus commissions related to new sponsorship agreements, with all pension (superannuation), tax & medical requirements to be the responsibility of the successful applicant. Travel and living expenses will also be provided.

**LOCATION:** The position will be home-based, with extensive international travel required, and applicants should be willing to work as required rather than regular office hours.

**MANAGER:** The Events Officer will report to the Executive Director.

**MAIN RESPONSIBILITY:** Drive the growth of ITTF-Oceania Major Events including the ITTF-Oceania Tour, the ITTF-Oceania Cup and the ITTF-Oceania Championships. It is anticipated that the Events Officer will travel extensively to support events within the region.

#### **ADDITIONAL DUTIES:**

- Enhance the entertainment value of events to increase ITTF-Oceania partners and sponsors, rather than event-specific sponsors.
- Liaise with the ITTF Competition Department and the ITTF Marketing Department regarding the organization, marketing, TV production and promotion of ITTF-Oceania Major Events, Olympic Qualification and Youth Olympic Qualification events.
- Work in close cooperation with the Communications Officer to better promote events, and ensure frequent content is available through the various events.
- Evaluate events and provide post-events reports.
- Manage the Road to the ITTF-Oceania Cup by updating Ranking Lists, Results, and provide effective communication to all stakeholders.
- Manage the Calendar of Events to ensure there are no direct clashes between events.
- Develop templates for events, including prospectus, entry forms and competition document templates (score sheets, draws, etc.)
- Assist National Associations with attracting local sponsors for events.
- Support National Associations looking to host ITTF-Oceania and ITTF events.
- Liaise with local councils and governments for financial support.

#### **SELECTION CRITERIA:**

Candidates for the position of Events Officer should demonstrate:



**Essential Criteria**

- Relevant tertiary education in Events Management, Sports Management, Business;
- Experience coordinating sporting or entertainment events;
- Experience working with volunteers, casual and part-time staff;
- Excellent communication, presentation and interpersonal skills;
- Strong organisational skills and a demonstrated ability to manage multiple projects;
- Ability to work autonomously and as part of a team;
- Proven ability to build rapport with wide range of stakeholders; &
- Sound Microsoft Office and Google Suite skills.

**Desirable Criteria**

- Table tennis knowledge;
- Experience living or working in Pacific Island Countries or developing countries; &
- Fluency in French.

Please forward your CV with a cover letter addressing the selection criteria to Christian Holtz (ITTF-Oceania Executive Director) at [choltz@ittfoceania.com](mailto:choltz@ittfoceania.com).